



METROPOLITAN
TRANSPORTATION
COMMISSION

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Memorandum

TO: Administration Committee\ DATE: February 3, 2010
FR: Executive Director W.I.: 1153, 1223
RE: Purchase Order: Project-Based Temporary Staffing Services: International Program Services (IPS)

Staff recommends that the Committee approve a purchase order in the amount of \$100,000 with International Program Services (IPS), located in San Mateo, CA, for temporary staffing services.

In June 2009, this Committee authorized staff to issue a purchase order in the amount of \$556,400 to IPS to provide temporary staff assistance for the Fund Management System (FMS) and the Advanced Toll Collection and Accounting System (ATCAS) for FY 2009-10.

Staff now recommends that this Committee authorize the Executive Director or his designee to issue a second purchase order to IPS for \$100,000 to provide additional temporary staff to fill a vacant Novell Systems Administrator position in the Administration and Technology Services department and provide database development for the Traveler Coordination and Information (TCI) section. Funding for this staffing is included in the FY 2009-10 Agency Budget.

Staff recommends that this Committee authorize the Executive Director or his designee to issue a purchase order to IPS in the amount of \$100,000 for these staffing services through June 30, 2010.

Steve Heminger

SH:TG

Attachment

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REQUEST FOR COMMITTEE APPROVAL

Summary of Purchase Order

Work Item No.:	1153, 1223
Vendor:	International Program Services (IPS) San Mateo, CA
Work Project Title:	Project-based Staffing Services
Purpose of Project:	To provide project-based staffing services
Brief Scope of Work:	To provide staff to fill MTC's Novell Systems Administrator position in the Administration and Technology Services department and for database development for the Traveler Coordination and Information (TCI) section.
Project Cost Not to Exceed:	\$100,000 (Previous FY 2009-10 PO = \$556,400)
Funding Source:	STA
Fiscal Impact:	Included in FY 2009-10 Agency Budget
Motion by Committee:	That the Executive Director or his designee is authorized to issue a purchase order to IPS to provide project-based staffing services and the Chief Financial Officer is directed to set aside \$100,000 in FY 2009-10 funds for such purchase order.
Administration Committee:	<hr/> Tom Bates, Chair
Approved:	Date: February 10, 2010